



**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
**Carson City, Nevada 89701-4204**  
**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #29/06**  
**June 16, 2006**

TO: Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Employee Representatives

FROM:  Jeanne Greene, Director  
Department of Personnel

SUBJECT: PROPOSED CLASSIFICATION CHANGES

---

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify me in writing no later than July 17, 2006.

If no written objections are received in this office by July 17, 2006, action will be taken to effect the changes and a report will be made to the Personnel Commission.

JG:dsb

Attachments

cc: Agency Personnel Representatives

## NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 07-06

Posting Expires JULY 17, 2006

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following changes are proposed:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		9.353	Air Operations Supervisor	38 B

The Division of Forestry has restructured their air operations and requested the creation of a new class entitled Air Operations Supervisor. The position will be responsible for organizing and coordinating the division's statewide aviation program; developing policies and procedures related to air operations; and supervising the performance of Pilot II's, grade 37, Pilot I's, grade 36, and Aircraft Maintenance Specialists, grade 35.

It is recommended that the class be allocated at grade 38, one grade below the immediate supervisor, Forestry Program Manager, grade 39, and one grade above the highest subordinate, Pilot II, grade 37, based on the supervisory and overall air operations responsibilities.

The Division of Forestry is in agreement with this recommendation.

\*\*\*\*\*

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		10.290	Wildlife Health Specialist	41 B

### ***EXPLANATION OF CHANGE***

The Department of Wildlife requested the development of a new class for a position that will provide technical expertise regarding current and potential health issues for the State's wildlife. Due to the increased threat of animal disease transmission to humans and the ongoing need to maintain game populations, the Department of Wildlife requires the services of a specialist in veterinary medicine in addition to Wildlife Biologists and Game Wardens.

As a result, it is recommended a new class titled Wildlife Health Specialist be established at grade 41. The Wildlife Health Specialist performs a variety of duties to enhance and maintain the health of the State's wildlife; develops and administers wildlife disease and nutritional surveillance strategies; designs wildlife health studies; and provides technical expertise and science-based recommendations to department management in regard to new and established programs, projects, and activities. Allocation to grade 41 recognizes the doctoral level knowledge, skills, and abilities required and the scope of responsibility in monitoring the health of the State's wildlife populations.

---

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 300; in Las Vegas, go to 555 East Washington Avenue, Suite 1400, or visit Personnel's web site at [www.dop.nv.gov](http://www.dop.nv.gov). For more information call (775) 684-0110.

**Objections to the proposed change must be received in writing by July 17, 2006.** Objections should be addressed to Shelley Blotter, Chief of Technical Services, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTED: 6/16/06**

:dsb  
UCA-01 07-06.doc



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AIR OPERATIONS SUPERVISOR	38	B	9.353

*Under general supervision, the Air Operations Supervisor develops, formulates, and coordinates the statewide aviation program for the Division of Forestry including supervision of staff, budget preparation and maintenance, and development of policies and procedures related to air operations.*

*Plan, coordinate, and manage flight operations; supervise and evaluate the performance of pilots and other staff as assigned; supervise air service and/or flight personnel including hiring, training, assigning and scheduling work.*

*Develop and/or participate in all aspects of short and long range aviation program planning and participate with agency partners in the development of interagency plans.*

*Prepare and monitor the air operations budget utilizing operation and component records to estimate future operating costs; assist in developing flight rates annually for all aircraft; evaluate, locate sources, and recommend purchase of new aircraft and equipment; arrange and monitor contractual services such as maintenance, building rental, aircraft rental, and contract pilots.*

*Schedule flights by coordinating division functions and requests from outside agencies with the availability of aircraft and flight personnel; communicate with agency staff regarding changes and conflicts; prepare and submit flight charges for billing.*

*Arrange for or conduct training for flight personnel in aircraft operation and maintenance/repair; schedule training at flight and ground schools and maintenance seminars; periodically directly or indirectly evaluate pilot proficiency; arrange for or instruct pilots in techniques specific to agency flight requirements; prepare lesson plans and instructional aids.*

*Participate in training and recertification activities as needed to maintain current ratings required to manage the aviation program including, but not limited to, aviation safety and air tanker base management.*

*Schedule, oversee and/or perform maintenance and repair of agency aircraft to ensure equipment is maintained in accordance with Federal Aviation Administration (FAA) regulations; maintain records of aircraft components; maintain inventory of commonly and currently needed components required for the repair of aircraft.*

*Review and maintain files including information regarding FAA regulations, aeronautical charts, airworthiness directives, and agency operating procedures in order to remain current and implement new and existing policies, regulations and techniques affecting the operation and maintenance of aircraft; maintain and update technical data related to aircraft maintenance and applicable federal regulations.*

*Maintain aircraft historical and component records, manufacturer's service bulletins, aircraft type certificate data sheets, aircraft safety of flight messages, and repair manuals for agency aircraft and maintenance equipment.*

*Perform related duties as assigned.*

\*\*\*\*\*

**MINIMUM QUALIFICATIONS****SPECIAL REQUIREMENTS:**

- \* *Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class, must first submit to a pre-employment screening test for controlled substances.*
- \* *Possession of a valid driver's license or evidence of equivalent mobility is required as a condition of continuing employment.*

**EDUCATION AND EXPERIENCE:** *Graduation from high school or equivalent education and five years of experience as a certified Airframe and Power-Plant Mechanic or an experienced pilot of rotorcraft or fixed wing multi-engine aircraft. The experience must have included maintaining records, scheduling activities, and ensuring compliance with pertinent FAA regulations and requirements; OR an equivalent combination of education and experience. (See Special Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

*Working knowledge of: Federal Aviation Administration (FAA) maintenance and inspection regulations; FAA rules, regulations and operating procedures governing flight operations; air traffic control rules and procedures; flight theory as applicable to multi-engine fixed-wing and rotary aircraft. General knowledge of: purchasing procedures and budgetary processes. Ability to: plan, organize and manage the work of others; establish goals and objectives; plan and implement aviation program activities; communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others; prepare and maintain required logs and reports; readily recognize conditions which are hazardous to aircraft operations or ground crews.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**

*Working knowledge of: supervisory techniques and practices; division policies and procedures; applicable State Administrative Code sections; State budgetary, accounting and purchasing policies and procedures; aviation management practices; Incident Command System (ICS); principles of loading and weight distribution and the effect on aircraft operation; methods, materials, tools and equipment used in the repair, maintenance, overhaul and adjustment of aviation and ground support equipment; equipment, systems and operating characteristics of multi-engine fixed wing airplanes and light and medium class helicopters; design, components, system and performance limitations, and maintenance requirements of various types of aircraft utilized by the agency.*

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.*

**9.353**

**ESTABLISHED: 7/17/06UC**



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>WILDLIFE HEALTH SPECIALIST</b>	<b>41</b>	<b>B</b>	<b>10.290</b>

Under general direction, the Wildlife Health Specialist performs a variety of duties to enhance and maintain the health of the State's wildlife; develops and administers wildlife disease and nutritional surveillance strategies; designs wildlife health studies; and provides technical expertise and science-based recommendations to department management in regard to new and established programs, projects, and activities.

*Examine animals to detect and determine the nature of diseases, nutritional deficiencies, or the cause of death; collect body tissue, blood, urine, feces, or other body fluids or parts for further examination and/or laboratory analysis; operate diagnostic equipment such as radiographic and ultrasound equipment, and interpret the resulting images.*

*Identify and isolate bacteria, parasites, and microorganisms that threaten wildlife populations; determine sources of contamination, methods of eradication, and possible precautionary or curative procedures; propose regulatory measures as appropriate.*

*Provide technical expertise to department staff and management and the veterinary community regarding current and potential health issues for the wildlife of the State; coordinate activities with other state veterinary and health professionals; report on wildlife health issues to federal agency officials; write public service announcements to publicize risks, symptoms, and protection against animal borne diseases.*

*Oversee and participate in the safe and proper use of controlled substances for wildlife capture, tagging, and transport; examine wildlife to determine the nature of disease or injury for appropriate treatment or euthanization.*

*Ensure the preparation and maintenance of comprehensive records and reports related to animal health issues and activities.*

*Maintain current knowledge of trends and advancements in animal and zoonotic disease pathology and prevention, and laboratory and field technology and techniques.*

*Train, supervise, and evaluate the performance of subordinate staff; serve as a project leader for studies requiring additional staff.*

*Perform related duties as assigned.*

\*\*\*\*\*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- \* Possession of a license to practice veterinary medicine is required at the time of appointment and as a condition of continued employment.
- \* A valid driver's license is required at the time of appointment and as a condition of continued employment.
- \* Statewide travel is required.
- \* The incumbent must be able to perform strenuous fieldwork during fair and/or poor weather conditions.
- \* Applicants are subject to a pre-employment criminal history check and fingerprinting.

**MINIMUM QUALIFICATIONS (cont'd)****INFORMATIONAL NOTES:**

- \* *Possession of licenses by the Nevada Pharmacy Board and the Nevada State Board of Veterinary Medicine to administer medicines including controlled substances is required within 12 months of appointment and as a condition of continued employment.*
- \* *A license to practice veterinary medicine issued by the Nevada State Board of Veterinary Medicine is required within 12 months of appointment.*

**EDUCATION AND EXPERIENCE:** *Doctor of Veterinary Medicine degree from an accredited college or university and three years of animal disease diagnosis and pathology experience. (See Special Requirements and Informational Notes)*

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):**

*Detailed knowledge of: appropriate means of tissue collection and preservation for laboratory testing; infectious, contagious, and parasitic diseases of wildlife; laboratory techniques used for bacteriology, virology, serology, parasitology, hematology, serum, chemistry, and toxicology; medical terminology for animal anatomy, diseases, conditions, and procedures; microscopic tissue pathology descriptions for the diagnosis of infectious, contagious, parasitic, and noninfectious diseases of animals; noninfectious diseases stemming from nutritional, metabolic, toxic, neoplastic, traumatic, and physical disorders of wildlife; pathological changes which may be observed in evaluating tissues and organs examined at necropsy; professionally acceptable techniques employed in performance of necropsy examinations; zoonotic diseases. Working knowledge of: metric and English measurement systems and conversions; official regulatory forms of legal and diagnostic significance as they apply to laboratory diagnostic activities; safety precautions used for removal and disposal of potentially contaminated waste materials; trends and advancements in laboratory and field technology and techniques. Ability to: administer medicines including controlled substances to animals for sedation, vaccination, treatment, or euthanasia; analyze data and reach logical conclusions; communicate effectively both orally and in writing with people of various social, cultural, economic, and educational backgrounds; develop wildlife health and population control programs; establish and maintain effective working relationships with others; evaluate and compare tissue samples of varying degrees of decomposition for purposes of pathological determination; identify and investigate causal factors of disease and mortality such as environmental conditions, nutrition, and morbidity; maintain medical records of wildlife studies and specimens for scientific, legal, and historical purposes; perform necropsies; prepare and deliver oral presentations to regulatory, medical, media, and public audiences; utilize veterinary and field equipment necessary to capture, diagnose, and transport wildlife; write grammatically correct business correspondence.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):**

*Detailed knowledge of: State regulations related to wildlife. Working knowledge of: agency policies, procedures, and guidelines related to assigned functions; public and media relations; wildlife of the State including game animals, fish, and fowl. Ability to: train, supervise, and evaluate the performance of assigned personnel.*

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.*

**10.290**

**ESTABLISHED:** 7/17/06UC